

## 6.0 PLAN MAINTENANCE PROCEDURES

### 6.1 PLAN EVALUATION AND MAINTENANCE

The State Hazard Mitigation Officer (SHMO) as part of the Montana Disaster and Emergency Services (DES) Division of the Department of Military Affairs and the State Hazard Mitigation Team (SHMT) are responsible for the evaluation and maintenance of this Hazard Assessment and Mitigation Plan. As needed, the SHMO and/or members of the SHMT will meet or coordinate with other agencies to document their mitigation progress. In addition, a Stakeholders meeting will be held annually to solicit input from local, state, federal, tribal, and private organizations or individuals on the existing plan and proposed changes. Previous and new Stakeholders will be notified of the meeting with at least one month's notice. In addition, comments and updated information can be submitted at any time to the following:

**State Hazard Mitigation Officer**  
**Montana Disaster and Emergency Services**  
**PO Box 4789**  
**Helena, MT 59604-4789**

A schedule of updates, as shown in **Table 6.1-1**, demonstrates the aspects of the plan that will be reviewed following a disaster, annually, and every three years. Following the three year review, a copy of the updated plan will be submitted to the FEMA – Region VIII office for approval, as required by the Disaster Mitigation Act of 2000. Submissions are scheduled for 2004, 2007, and 2010.

**Table 6.1-1 Schedule of Updates**

Plan Aspect	Post-Disaster	Annually	Every 3 Years
Annual report annex on activities, problems, and input process used		X	X
Planning process			X
Organization responsibilities			X
Integration with other state plans	X	X	X
Integration of local plans		X	X
Economic data			X
Population data			X
Hazard profiles/Addition of new hazards	X		X
Hazard assessment methodology			X
History and disaster declarations	X	X	X
New study data		X	X
GIS data		X	X
State structure data			X
Data limitations			X
Qualitative hazard assessment			X
Goals, objectives, and potential actions	X	X	X
Funding sources		X	X
State capabilities		X	X
Local capabilities		X	X
Plan and project coordination		X	X
Project prioritization	X	X	X
Evaluation process			X
Project monitoring		X	X

## **6.2 PROJECT MONITORING/EVALUATION**

In addition to updating the information in the plan document, projects and their progress towards achieving goals and objectives are monitored. Individual projects are monitored by the state agency implementing the project or the grant. Generally, HMGP and PDM projects are monitored by Disaster and Emergency Services, FMA and NFIP projects are monitored by the Department of Natural Resources and Conservation, Water Resources Division, and National Fire Plan projects are monitored by Department of Natural Resources and Conservation, Forestry Division. Each agency tracks projects through their own databases and quarterly reports to federal agencies. Annually, the state agencies will submit progress reports to the State Hazard Mitigation Team (SHMT) during the plan's evaluation. The State Hazard Mitigation Officer will initiate requests for the reports from agency contacts for mitigation grant programs and agencies assigned statewide initiatives at least 60 days before the annual Stakeholders meeting. Within 30 days, the reports are due to the SHMT. The information contained in these reports include projects initiated, continuing projects' status, and the project closeouts. The SHMT is responsible for consolidating the reports and evaluating the progress in meeting goals and objectives. This review will be included in the annual report submitted to the Stakeholders as an annex of the plan each year.